



RRC
POLYTECH

Administrative Assistant with RRC Polytech and WSD

Information Session

R.B. Russell Vocational High School



RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

Agenda



Introductions



Welcome Note



Program Details



Admission Requirements



Guest Speakers: Donna Nygaard & Michael Davis



Q&A

Introductions

Candace Rea – Chair, CE Community, Education & Youth, RRC Polytech

Sylvia Martin – Divisional Principal, Career Lab, WSD

Emmanuel Abba – BDM, Corporate Solutions, RRC Polytech

Mirasol De Leon – Project Coordinator, Corporate Solutions, RRC Polytech

Louise Wood – Project Coordinator, Corporate Solutions, RRC Polytech

Welcome Note

Sylvia Martin

Divisional Principal, Career Lab, R.B. Russell Vocational School

Program Details

Administrative Assistant Certificate Program

Program Details



Admin Assistant Certificate Program Details



Class

Start: November 18, 2024

End: May 16, 2025

Days: Monday – Thursday

Time: 9:00 AM to 4:00 PM

Location: R.B. Russell Vocational School



Practicum

Start: May 20, 2025

End: June 13, 2025

Details will be provided later

Admission Requirements



Grade 12 or mature student



English Language Requirements (ELRs)



Priority will be given to people who live within the Winnipeg School Division area



Must be legally entitled to work in Canada

Guest Speaker

Donna Nygaard

Guest Speaker

Michael Davis



Interested to join?

Kindly submit your application form to rbrussell@wsd1.org or drop it at the **R.B. Russell Main Office** on or before **October 11, 2024, at 3:30 PM.**